

Boston Housing Authority:

Administrative Aide (see Boston Housing Authority Website for a full job posting)

Job Description:

ABOUT US: Boston Housing Authority (BHA) provides quality affordable housing for low-income families and individuals through public housing and Section 8 rental assistance programs. BHA serves more than 58,000 of Boston's most vulnerable residents, including the elderly, disabled, children and low-income families from a broad range of backgrounds and experiences. We foster vital communities essential to the city of Boston's economic diversity and way of life. As the largest housing provider in Boston, we bring stability, opportunity, and peace of mind not only to the thousands of low-income families we support but to the city as a whole.

ABOUT THE JOB: Under the supervision of the Chief Officer for Leased Housing Programs or his designee, the Administrative Aide shall provide support for the staff of the Leased Housing Division, including moderately complex clerical and other office duties such as typing, filing, gathering and verifying statistical data and other information, proofreading, and responding to telephone inquiries.

Posting Date: Wednesday, December 21, 2022

Application Deadline: Monday, January 23, 2023

1.